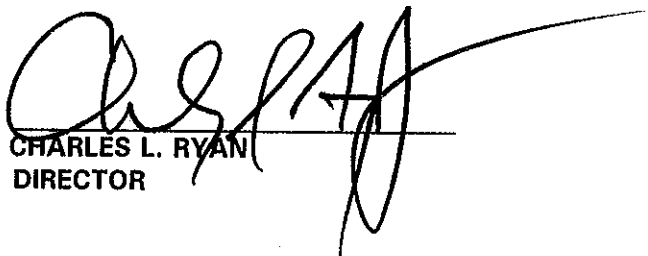
	<b>ARIZONA DEPARTMENT OF CORRECTIONS</b>  <b>INMATE NOTIFICATION</b>	<b>Notification Number:</b>  <b>24-11</b>
		<b>Issue Date:</b>  <b>June 1, 2011</b>


**POSTING NOTIFICATION**

This information is to be posted for a minimum of 30 days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

**TO ALL INMATES**

Department Order #901, Inmate Records Information and Court Action, has been revised and will be effective 30 days from the issue date of this Inmate Notification. As the revisions to this Department Order were extensive, they are not specified in this Inmate Notification.

  
CHARLES L. RYAN  
DIRECTOR

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	CHAPTER: 900 INMATE PROGRAMS AND SERVICES	OPR:  SS OPS
	DEPARTMENT ORDER: 901  <i>INMATE RECORDS INFORMATION AND COURT ACTION</i>	SUPERSEDES: DO 901 (6-18-09)
		EFFECTIVE DATE:  JUNE 28, 2010  REPLACEMENT PAGE REVISION DATE:  JULY 1, 2011

## TABLE OF CONTENTS

### PURPOSE

### PROCEDURES

### PAGE

901.01	RECEIVING COMMITMENTS AND ASSIGNING IDENTIFICATION NUMBERS .....	1
901.02	PLACEMENT /PROCESSING DETAINER LETTERS AND NOTIFICATION REQUESTS.....	8
901.03	IN STATE/INTERSTATE AGREEMENT ON DETAINERS ACT.....	13
901.04	COURT ACTIONS.....	18
901.05	PHOTOGRAPHS OF INMATES .....	24
901.06	FINGERPRINTS OF INMATES .....	25
901.07	DEOXYRIBONUCLEIC ACID (DNA) TESTING .....	28
901.08	ESTABLISHING AN INMATE FILE .....	29
901.09	FILING GUIDELINES/FORMS DISTRIBUTION.....	33
901.10	PUBLIC/INMATE ACCESS TO RECORDS .....	35
901.11	RECORD FILE ROOM SECURITY.....	40
901.12	SPECIAL PURPOSE/SENSITIVE FILES AND CASE RECORDS.....	40
901.13	INMATE RECORDS TRANSFER.....	42
901.14	FILE AUDITS .....	44
901.15	INMATE RECORDS RETENTION AND DISPOSITION .....	45
901.16	PATERNITY/MATERNITY DNA TESTING OF INMATES.....	46
	IMPLEMENTATION .....	46a
	DEFINITIONS .....	46a
	ATTACHMENTS	

## PURPOSE

This Department Order establishes procedures and standards for the development and maintenance of individualized inmate record files to ensure their accuracy, and establishes procedures for permitting authorized public access to records.

## PROCEDURES

### 901.01 RECEIVING COMMITMENTS AND ASSIGNING IDENTIFICATION NUMBERS

- 1.1 Notification of Arizona Superior Court Commitments to the Arizona Department of Corrections - Notification of persons committed to, and awaiting transfer to the Department is provided to the Offender Services Bureau Accountability and Movement Officer via teletype from the committing county sheriff's office. The Accountability and Movement Officer shall:
  - 1.1.1 Coordinate with the committing county and the affected Reception Center(s) to ensure the transfer of inmates to the Department within one day of receipt of the teletype.
  - 1.1.2 Provide the affected Reception Center(s) with a list of inmates approved for transfer to Department custody.
  - 1.1.3 Inform the Criminal Justice Support Bureau when provided with information from the Sheriff's Office that an inmate has been designated as a sex offender.
- 1.2 Notification of Release Violators - Notification of Release Violators returning to Department custody may be provided to the institutions by:
  - 1.2.1 The Accountability and Movement Officer.
  - 1.2.2 The Community Corrections Division.
  - 1.2.3 A Supervising Community Corrections Officer.
  - 1.2.4 A County Sheriff Office/City Police Department.
  - 1.2.5 Central Office Communications Center.
  - 1.2.6 Any other source.
- 1.3 Areas Responsible for Number Assignments – The following Department Reception Centers and areas of responsibility are authorized to assign an identification number (ADC number) to persons committed or transferred to the Department's custody:
  - 1.3.1 ASPC-Phoenix - Alhambra Intake Center – Inmates processed at ASPC-Phoenix include:
    - 1.3.1.1 Adult male offenders committed to the Department to serve a Sentence of Imprisonment or as a Condition of Probation not committed under a sentence of Death or sentenced to Life imprisonment.

- 1.3.1.2 Adult males accepted for admission into the Department by a contractual agreement under the Western Interstate Corrections Compact not serving an Arizona sentence.
  - 1.3.2 ASPC-Perryville - Inmates processed at ASPC-Perryville include:
    - 1.3.2.1 All adult female offenders committed to serve a Sentence of Imprisonment, Death Row or as a Condition of Probation.
    - 1.3.2.2 All minor females remanded as adults to the Department.
    - 1.3.2.3 All adult females accepted for admission into the Department by a contractual agreement under the Western Interstate Corrections Compact not serving an Arizona sentence.
  - 1.3.3 ASPC-Eyman/Florence - SMU I - Browning Unit and Central Unit -- Inmates processed at these units include:
    - 1.3.3.1 Male offenders sentenced to Life imprisonment.
    - 1.3.3.2 Adult males accepted for admission into the Department by a contractual agreement under the Western Interstate Corrections Compact not serving an Arizona sentence.
  - 1.3.4 ASPC-Eyman - SMU II Browning Unit -- Inmate processed at SMU II include:
    - 1.3.4.1 Male offenders sentenced to Life imprisonment.
    - 1.3.4.2 Adult males accepted for admission into the Department by a contractual agreement under the Western Interstate Corrections Compact not serving an Arizona sentence.
    - 1.3.4.3 All male offenders committed under a sentence of Death.
  - 1.3.5 ASPC-Tucson - Minors - All minor males remanded as adults to the Department.
  - 1.3.6 Offender Services Bureau (Concurrent/Consecutive Custody Caseload Manager) - All male and female offenders sentenced to the Department under the Interstate Agreement on Detainers Act who are currently serving a sentence in another state or federal jurisdiction, and/or inmate paroled to a Detainer (ARS 31-412B) or Arizona violators arrested in other jurisdictions.
  - 1.3.7 Community Corrections (Interstate Compact Administrator) - All parolees from another state or federal jurisdiction accepted for supervision in Arizona.
- 1.4 Inmate Arrival Notification - Upon receipt of a Commitment Order(s) and/or the list of inmates approved for transfer by Central Office Movement, institution staff shall complete a name search for each inmate approved for transfer using the following:
  - 1.4.1 The Arizona Criminal Justice Information System (ACJIS) using both the Arizona Crime Information Center and the National Crime Information Center, checking for:
    - 1.4.1.1 State identification (SID) number.

- 1.4.1.2 Federal Bureau of Investigation (FBI) number.
    - 1.4.1.3 Outstanding Wants/Warrants.
  - 1.4.2 The Adult Information Management System (AIMS) for:
    - 1.4.2.1 Prior ADC number Assignment - Inmates who have previously been committed to the Department shall retain the number assigned during the initial commitment.
    - 1.4.2.2 Inmate Status - Inmates who have completed a commitment to the Department shall be returned to custody as a "Re-commitment." Inmates who have not completed the previous commitment shall be returned as a Release Violator with a New Commitment, a Technical Release Violator, a Court Returnee with a New Commitment or a Court Returnee.
      - 1.4.2.2.1 As outlined in the 901-T-OPS Technical Manual, "Inmate Records Information/Court Action," the inmate's release status shall be determined by reviewing the AIMS inmate record.
    - 1.4.2.3 The Institution Offender Information Unit shall review any recommits or violators for previous fingerprint verifications on AIMS. If there is previous fingerprint verification, the inmate shall be FAST ID'd, as outlined in section 901.06 of this Department Order.
- 1.5 Inmate Arrivals - Certified sentencing documents, to include a thumb print and pre-sentence investigation reports shall be received for all persons committed to the Department to serve a term of imprisonment, as outlined in A.R.S. 13-607 and 13-701. Information shall be noted on the committing document if the pre-sentence investigation report has been waived, sealed by the court or cannot be located. If the PSI is waived, the waiver should be noted in the sentencing order. The Department shall not accept any inmate without all documents required by law.
- 1.5.1 Prior to the committed person being accepted, the receiving staff member shall compare the name and birth date on the sentencing documents with the name and date on the approved transfer list.
    - 1.5.1.1 If the names do not match, the Intake Offender Information Unit shall be contacted for verification of the change and approval to accept the inmate into the Department's custody.
    - 1.5.1.2 Upon notification of new inmate arrival the Institutional Offender Information Unit will register and assign an ADC number to all new commitments as outlined in the "Inmate Records/Court Action" Technical Manual. Individuals who have an ADC number from a previous commitment shall retain that number as outlined in section 1.4.2.1.
    - 1.5.1.3 Initiate an Inmate Arrival Sheet, Form 901-20. This form is not required for ASPC – Eyman Intake. It is used for tracking purposes only and is not required to be placed in the Institution or Master Record File.
  - 1.5.2 Upon confirmation that all documents have been received and/or approved, the receiving staff shall review the documents for the following:

- 1.5.2.1 Certification by the Clerk of the committing court.
- 1.5.2.2 Raised Certification Seal on the committing documents.
- 1.5.2.3 Signature/name of the sentencing judge.
- 1.5.2.4 Verification of thumbprint on certified sentencing document.
- 1.5.2.5 Verification of the pre-sentence report being waived, sealed or not located, as outlined in 1.5 through 1.5.1.2 of this section.
- 1.5.2.6 Concurrent/Consecutive terms to be served.
  - 1.5.2.6.1 If the committing document indicates the inmate's sentence is to run concurrent or consecutive to any other state or federal sentence, the delivering authority and/or the other jurisdiction shall be contacted for verification that the inmate has completed the other jurisdiction's sentence.
  - 1.5.2.6.2 If the inmate has not completed the other jurisdiction's sentence, the delivering authority shall be advised that the inmate will be returned to county custody and not be accepted by the Department.
  - 1.5.2.6.3 Upon verification and advisement that the inmate will not be accepted by the Department, the certified committing document(s) shall be forwarded to the Offender Services Bureau Time Computation Unit (TCU), for placement of the inmate on the Concurrent/Consecutive Custody Case Load.
- 1.5.3 Upon verification that the committing documents are true and accurate, the receiving staff shall:
  - 1.5.3.1 Verify the assigned ADC number to all new commitments as outlined in the "Inmate Records/Court Action" Technical Manual.
  - 1.5.3.2 Review the committing document(s) or the AIMS inmate record to determine if an alphabetical suffix shall be assigned to indicate special conditions of the inmate's commitment to the Department as follows:
    - 1.5.3.2.1 "A" - Identifies commitments for which the inmate's term of Community Supervision was waived in Lieu of Probation.
    - 1.5.3.2.2 "B" - Identifies inmates who meet criteria for the Transition Program per A.R.S. 31-281, (SB 1291) and have been accepted.
    - 1.5.3.2.3 "C" - Identifies inmates who violated the Conditions of Release on the Transition Program.

- 1.5.3.2.4 "D" - Identifies inmates who have been granted a parole to a detainer.
- 1.5.3.2.5 "F" - Identifies Criminal Aliens who have been issued a detainer by the United States Immigration and Custom and Enforcement (ICE).
- 1.5.3.2.6 "I"- Identifies inmates who have been sentenced in accordance with the Interstate Agreement on Detainers Act.
- 1.5.3.2.7 "N" - Identifies inmates who have been sentenced to Natural Life.
- 1.5.3.2.8 "P" - Identifies the commitment as a condition of the inmate's Probation.
- 1.5.3.2.9 "R" - Identifies the commitment for a Rule 11 evaluation, definition and effect of incompetency due to mental illness.
- 1.5.3.2.10 "V" - Identifies any Arizona Board of Executive Clemency or Department Administrative Release Violator until Revocation/Probable Cause Proceedings have been completed.
- 1.5.3.2.11 "X" - Identifies the inmate as an admission under the Western Interstate Corrections Compact.
- 1.5.3.2.12 "Z" - Identifies an individual on Parole/Supervision from another state and accepted for supervision in Arizona.
- 1.5.3.3 Initiate an Intake/Transfer of Custody - Body Receipt, Form 705-1 (Inmates received into Department custody only) in accordance with the "Inmate Records Information/Court Action" Technical Manual.
- 1.5.3.4 Identify each inmate received into Department custody using Fast ID and compare to certified sentencing documents.
- 1.5.3.5 Initiate the Automated Record as outlined in section 901.08, 1.1 of this Department Order.
- 1.5.3.6 Establish an Intake Packet and forward it to the TCU, as outlined in section 901.08, 1.2 of this Department Order.
- 1.6 Self-Surrenders - Male inmates ordered by the sentencing court to "self-surrender" to the Department shall be received and processed through the reception center at ASPC-Phoenix. Females shall be processed through the reception center at ASPC-Perryville.
  - 1.6.1 The Reception Center shall have, or the inmate shall bring, a copy of the committing document.
    - 1.6.1.1 A Pre-sentence Investigation Report may not be available in these instances.

- 1.2.1.6 "ICE" - Immigration and Custom Enforcement Agency - Upon receipt of a ICE Detainer, the AIMS Personal Characteristics screen shall be reviewed to ensure that the citizenship field accurately describes the inmate as an alien and that an "F" suffix is entered in the suffix field to accurately identify the inmate as Criminal Alien. ADC ICE staff will enter the citizenship status on the appropriate AIMS screen.
  - 1.2.1.7 "MISD" - Misdemeanor Warrants - To be used only when an agency specifically requests a "Hold" be placed on an inmate for a misdemeanor warrant.
    - 1.2.1.7.1 If the agency does not take custody of the inmate upon release, the "Hold" shall not prevent the inmate from being released from Department custody.
    - 1.2.1.7.2 The inmate shall be informed of the obligation to have the misdemeanor charges disposed of and, if the charges are not disposed of, the assigned Community Corrections Officer shall be notified of the misdemeanor charges pending against the inmate.
  - 1.2.1.8 "NR" - Notification of Release Request - For notification purposes only. This action does not prevent the inmate from being released from Department custody. Notification requests are normally placed for probation obligations, child support services, restitution obligations, misdemeanor convictions, concurrent convictions or supervision purposes. If any agency requests a "Hold," along with the NR, be placed on the inmate, the action shall be entered as a MISD.
  - 1.2.1.9 "DCF" - Detainer Conviction Federal.
  - 1.2.1.10 "DCO" - Detainer Conviction Other.
  - 1.2.1.11 "DTR" - Detainer/Treaty.
  - 1.2.1.12 "WARR" - Community Corrections/Abscond/Escape.
  - 1.2.1.13 FH - Felony Hold - At any time during an inmate's incarceration, if information becomes available that indicates the inmate has pending felony charges, a felony hold code shall be entered on the AIMS DT03 screen. Note: A detainer and/or warrant does not need to be present. Felony Holds shall be entered even if the jurisdiction does not want to extradite.
- 1.2.2 If any of the detainer actions listed above are lodged against an inmate at an institution, or unit within an institution, that prevents an inmate from being housed there, the detainer shall be acknowledged and entered on the AIMS "Detainer/Warrant History" screen.
- 1.2.2.1 If applicable, the inmate shall be classified and moved to the appropriate location.



- 1.2.3 Receipt of the detainer shall be acknowledged by preparing an official Detainer Acknowledgment Letter in the format outlined in Attachment B. ICE Detainers may be acknowledged by signing the bottom portion of the detainer placement request (copies for the Institution and Master Record File shall be on blue paper.) Copies shall be forwarded as follows:
    - 1.2.3.1 Original - Demanding agency.
    - 1.2.3.2 Copy - Institution File with all original certified documents.
    - 1.2.3.3 Copy - Master Record File with copies of original documents.
  - 1.2.4 Within 15 days of receipt of the detainer request, the inmate shall be provided a copy of the Detainer Acknowledgment Letter, warrant, indictment and the information or complaint used to lodge the detainer.
  - 1.2.5 90 days prior to an inmate's release, the institution OIU staff shall notify the demanding agency of the inmate's pending release and verify that the detainer/notification is still in effect.
    - 1.2.5.1 If the inmate only has a felony hold, the OIU shall notify the jurisdiction of the pending release and verify that the felony hold is still in effect.
  - 1.2.6 If a detainer/felony hold is placed after the release packet has been forwarded to Community Supervision, the OIU Manager shall notify the Community Corrections of the detainer/felony hold.
- 1.3 Cancellation of Detainer - Upon receiving a notification to cancel a detainer, the OIU Manager or designee shall:
- 1.3.1 Review the AIMS Detainer/Warrant History screen and the Offender Comment Screen to determine if detainers are "Tried" or "Untried."
  - 1.3.2 Ensure that the cancellation notice is being requested by the agency that originated the detainer and that all references made to name, ADC number, warrant number and/or alien identification number match the original documents. If there is any question as to the authenticity of the request to cancel the detainer, the originating agency shall be contacted for verification of the cancellation notice.
  - 1.3.3 If the Detainer is "Tried:"
    - 1.3.3.1 Verify that the detainer is no longer in effect if other jurisdiction is canceling their detainer.
    - 1.3.3.2 Enter the cancellation date on the Detainer/Warrant History screen.
    - 1.3.3.3 Acknowledge receipt of the cancellation by preparing an official "Detainer Acknowledgment Letter".
    - 1.3.3.4 Ensure that all original documents are removed from the Institution File and returned, with the "Detainer Acknowledgment Letter," to the originating jurisdiction.

- 1.1.2 The AZAFIS/MPI Administrator shall maintain a master log of all Department Mug Photo and AZAFIS system users. Within ten days of an employee no longer being authorized to access the system, the Institution Administrator shall notify the AZAFIS/MPI Administrator, who shall update the master log and notify DPS.
- 1.1.3 The AZAFIS/MPI Administrator shall provide all operators with training as deemed appropriate and shall maintain a record of all training provided to AZAFIS/MPI operators. All staff designated as AZAFIS/MPI operators shall:
  - 1.1.3.1 Complete and sign a current AZAFIS Mug Photo Interface Subsystem MVD Database form, which must be approved by the AZFIS Site Administrator and DPS. The AZAFIS/MPI Administrator shall maintain these forms.
  - 1.1.3.2 Use an assigned sign-on password. Passwords shall not be shared with any other users or staff. Due to the confidential nature of the system any violations of this order shall be subject to disciplinary action and the immediate denial of access to the system.
  - 1.1.3.3 Not make any decisions regarding the implementation of new hardware or software or contact any vendor or DPS for assistance without prior authorization from the AZAFIS/MPI Administrator and/or designee.
  - 1.1.3.4 Forward all requests regarding hardware or software issues to the AZAFIS/MPI Administrator for determination and action.
  - 1.1.3.5 Authorized users shall not use the identification system for purposes other than those assigned as part of those job duties. Criminal charges may be filed if misuses is discovered or reported.
- 1.2 Intake Fingerprinting – All inmates shall be fingerprinted upon arrival to the Department, unless the inmate has previous fingerprint verification on AIMS. If previous fingerprint verification is annotated, follow the FAST ID process outlined in 1.3.6 of this section.
  - 1.2.1 A full set of fingerprints shall be obtained for every inmate.
  - 1.2.2 Immediately after fingerprinting the inmate, the fingerprint operator shall:
    - 1.2.2.1 Electronically send the fingerprints to the DPS for verification by the Federal Bureau of Investigations (FBI) and by AZAFIS. The system will verify the time of the transmission.
    - 1.2.2.2 If the fingerprint reading is rejected by the system, log in the rejection and complete a fingerprint override. The override log shall be maintained for a minimum one year at the Institution.
- 1.3 Verification of Fingerprints
  - 1.3.1 Upon receipt of the verified fingerprint card from DPS, the Offender Services Bureau shall verify the inmate's identity using the SID and FBI numbers within two business days and annotate on AIMS (Fingerprint Verification Screen)
  - 1.3.2 If the Department does not receive a verified fingerprint card within two days of the prints being taken, the Institution OIU shall contact Time Computation at Central Office to check for the fingerprint card status and ask for further direction.

- 1.3.3 If no verification can be made by DPS or by ACJIS research, then a comment will be placed on the Audit Release Comment Screen indicating no fingerprint verification was possible by the AZFIS Site Administrator.
  - 1.3.3.1 Inmates who were not fingerprinted by the arresting agency will not have an AZ State Identification Number (SID) number or FBI number. The AZAFIS/MPI Administrator shall attempt to obtain verification from DPS.
  - 1.3.3.2 If there is a fingerprint on the court document in the inmate's Master File, the AZAFIS/MPI Administrator will hand carry the court document and the fingerprint card to DPS.
  - 1.3.3.3 DPS will then do a manual verification, if possible.
    - 1.3.3.3.1 If there is a match, DPS will create a criminal history and issue an Arizona SID number.
    - 1.3.3.3.2 The AZAFIS/MPI Administrator will make the appropriate entry into AIMS.
    - 1.3.3.3.3 The inmate will then be released with an Arizona Criminal History and an Arizona SID.
- 1.3.4 Unverified Fingerprints – Some fingerprints are unable to be verified.
  - 1.3.4.1 If there is not a fingerprint on the court document in the inmate's Master File, and DPS cannot match the fingerprint, the AZAFIS/MPI Administrator will make a notation on the AIMS that no fingerprint verification is possible and the inmate will be released without an Arizona Criminal History, Arizona SID or verified fingerprints.
  - 1.3.4.2 The AZAFIS/MPI Administrator shall maintain a log of all inmates released without a criminal history.
- 1.3.5 Releases - All inmates released must have a verified fingerprint or a notation on AIMS (Audit Release Comment Screen) indicating why there is no verification.
  - 1.3.5.1 Institution OIU shall prepare a Release packet 180 days prior to an inmate's release date and shall verify the fingerprint verification at that time.
  - 1.3.5.2 If the inmate has not been out of ADC custody since the last verified entry on AIMS (Fingerprint Verification Screen) the inmate can be released on that verification.
  - 1.3.5.3 If the inmate has been out of ADC custody and has no current verification noted on AIMS (Fingerprint Verification Screen or Audit Release Comment Screen) then the Institution OIU will contact Central Office Time Computation to check the Master Record File for a verified fingerprint card since his last admission.
  - 1.3.5.4 If the Time Computation finds no verified fingerprint card in the Master Record File, they will notify the Institution OIU via e-mail to re-fingerprint the inmate.

1.3.5.5 If Time Computation finds a verified card, they will enter the verification in on AIMS (Fingerprint Verification Screen) and notify the Institution OIU that it has been verified.

1.3.6 FAST ID - FAST ID equipment will produce the Arizona SID, Date of Birth and Name and if DNA has been collected within 60 seconds for full identification. Fast ID cannot be used solely for identification of new inmates into the Arizona Department of Corrections and is not a substitute for full fingerprints.

1.3.6.1 If FAST ID indicates a DNA sample is on file at DPS, then the Department will not require a DNA sample and appropriate AIMS annotation made by medical.

1.3.6.2 If FAST ID indicates that no DNA sample is on file with DPS, then a DNA sample shall be taken at intake.

1.3.6.3 Institution OIU shall verify if there is a verified fingerprint on AIMS (Fingerprint Verification Screen). If there is a previous verification on AIMS (Fingerprint Verification Screen) then the OIU shall request a FAST ID.

1.3.6.4 Institution OIU shall coordinate with Fingerprint Technicians at the institution to complete the FAST ID.

1.3.6.5 Once the FAST ID is complete, the Fingerprint Technician will e-mail the information in the correct format to the AZAFIS Site Coordinator at Central Office. The AZAFIS Site Coordinator will then verify the fingerprint and notify the Institution of the verification.

1.3.6.6 If the FAST ID does not come back with any information, then a full set of fingerprints shall be taken.

1.3.6.7 Once the fingerprint has been verified, the inmate may be released.

1.3.7 Release Violators

1.3.7.1 If the release violator has a previous verified fingerprint on AIMS (Fingerprint Verification Screen), then the inmate may be verified using FAST ID as described in 1.3.6 above.

1.3.7.2 If the release violator does not have a previous verified fingerprint on AIMS (Fingerprint Verification Screen), then the inmate needs to be fully fingerprinted.

## **901.07 DEOXYRIBONUCLEIC ACID (DNA) TESTING**

1.1 Staff shall perform a FAST ID to determine if a DNA sample has already been submitted to DPS. If the Fast ID verifies that a DNA sample has been submitted, medical staff shall enter 02-29-2009 as the date that the DNA was taken and no DNA needs to be taken.

1.2 If the Fast ID verifies that a DNA sample has not been submitted, the Division Director for Health Services shall ensure that Health Services staff secure a sufficient sample of blood or other bodily substances for DNA testing within 30 days from the inmate's arrival to the Department to include release violators. Designated staff shall:

- 1.2.1 Within 30 days, transmit the sample to the DPS.
- 1.2.2 Ensure AIMS is updated to indicate the date the DNA test was obtained and the date the sample was forwarded to DPS.

1.3 The OIU shall ensure within 90 days prior to an inmate's earliest release date:

1.3.1 **SECTION DELETED**

- 1.3.2 A Release Confirmation Checklist, Form 1002-23, is completed upon notification of a confirmed release.

**901.08 ESTABLISHING AN INMATE FILE**

1.1 Automated Record - The AIMS Automated Inmate Record shall be initiated by registering the inmate on the AIMS Offender Registration screen on the date of receipt of the committing document or upon the inmate's arrival at an Intake Center.

1.1.1 The following AIMS screens shall be established within 24 hours and/or prior to the inmate's transfer from the Intake Center to another institution.

1.1.1.1 External Movement.

1.1.1.2 Sentence Structure. (The information entered shall be taken from the sentencing documents, the Pre-sentence Investigation Report or ACJIS)

1.1.1.3 Personal Characteristics. (AIMS DT04 Screen)

1.1.1.3.1 The inmate's ethnicity shall be entered on all races. Native American inmates shall be asked their tribal affiliation and documented in this area.

1.1.1.3.2 If the scars, marks and tattoos are too numerous to enter, excess information is to be entered on the "Offender Comment" screen.

1.1.1.3.3 The FBI and AZ SID numbers shall be entered.

1.1.1.4 Personal History. (AIMS DT06 Screen)

1.1.1.5 Custody Classification.

1.1.1.6 Agency Release Notification.

1.1.1.7 ADC ICE staff shall enter Citizenship/Ethnic codes and ICE detainers at intake.

1.1.2 The Escape Flyer shall be printed after completion of 1.1.1.1 through 1.1.1.6, of this section.

1.1.2.1 A frontal and profile digital photograph of the inmate shall be used when creating the flyer.

1.1.2.2 Escape flyers shall be maintained for each inmate assigned to the institution in the Control Center or in another secure area designated by the Warden or Deputy Warden.

1.1.3 When notified that an inmate has changed appearance, program staff and/or Special Security Unit staff shall notify the institution OIU for updating the AIMS record and for the designated MPI staff to print a new escape flyer. The designated MPI staff shall print and forward the new escape flyer to the designated staff member who shall replace the old flyer.

1.1.4 The following AIMS transactions shall be established/completed by assigned/authorized staff at the Offender Services Bureau, the institution, Contract Beds and/or Community Corrections within the time frames indicated below.

DIVISION/UNIT	TRANSACTION	TIME FRAME
ALL	Offender Comments	Date of action
ALL	Outside Inquiries	Date of inquiry
Classification	Custody Classification	Date of receipt/arrival
Classification	Initial Classification	Date of action
Classification	Re-Classification	Date of action
Community Corrections (CC)	Gain/Loss History	Date of action
Disciplinary Hearing Officer	Discipline Violation/ Appeal	Date of action
Education	Education/Vocation Data	Within five work days after data is obtained
Health Services	Medical/Mental Health Scores	Within four work days from date of Intake. Exception: One work day from date evaluation completed.
Institution OIU	Agency Release Notification	Within five work days of receipt/arrival
Institution OIU	External Movement	Date of receipt/arrival
Institution OIU	Inmate Escape Flyer	Date of arrival
Institution OIU	Internal Assignment	Date of receipt/arrival
Institution OIU	Offender Registration	Date of receipt/arrival
Institution OIU	Personal Characteristics	Date of arrival
Institution OIU	Personal History	Date of arrival
Institution OIU	Sentence Structure	Date of arrival
Institution OIU/ICE	Detainer/Warrants	Date of notification
Institution OIU/TCU/CC	Release Status Change	Effective date of status change or notification.

DIVISION/UNIT	TRANSACTION	TIME FRAME
Institution OIU/ TCU	Automated/Manual Release list Calculation/ Release Eligibility	Upon completion of Audit Intake Packet.
Institution OIU/ TCU	Board Actions	One day from receipt of disposition.
Institution OIU/ TCU	Sentence Modification/ Vacates	Within five work days from receipt of notification
Institution Security	Inmate Visitation	In accordance with Department Order #911, <u>Inmate Visitation</u> .
Institution Security	Transfer Orders	Date of Central Classification approval.
Institution Security	Work Program Evaluation	Within five work days after evaluation completed
Mental Health	Psychological Assessment	Within one work day after assessment is completed
Offender Services Bureau	Fingerprint Verification	With three work days
OPS/CC	Community Investigations	Date of action or notification
OPS/CC	Progress Report	Within five work days from evaluation
Public Access	Record Access Log	Within two work days of receipt of request
Victims Services Unit	Victim/Release Notification	Within five work days after receipt of Victim's post-conviction request and within 15 calendar days prior to release.

- 1.2 Institution File - The institution file shall be established within one work day after the inmate's arrival.
  - 1.2.1 Files on newly committed inmates shall be established and labeled with the inmate's name and assigned ADC number.
  - 1.2.2 Files and/or Release Packets on re-commitments and violators shall be requested from the Offender Services Bureau OIU.
  - 1.2.3 All files shall contain one copy of the following documents as they are completed by designated staff.
    - 1.2.3.1 The pink copy of the Intake/Transfer of Custody - Body Receipt.
    - 1.2.3.2 **SECTION DELETED**
    - 1.2.3.3 Copies of photographs upon intake and after processing of the inmate.

- 1.2.3.4 The Pre-Sentence Investigation Report.
    - 1.2.3.5 The Judgment of Sentence or Confinement Order from the Committing Court.
    - 1.2.3.6 Mail Waiver.
    - 1.2.3.7 Psychological, Psychiatric evaluations.
  - 1.2.4 Within one work day after the inmate's arrival, the OIU of the receiving institution shall forward an intake packet containing the following documents to the TCU:
    - 1.2.4.1 A copy of the Daily Arrival Sheet (Not required by ASPC - Eyman Intake).
    - 1.2.4.2 The original Intake/Transfer of Custody - Body Receipt.
    - 1.2.4.3 The original/certified copy of the Judgment(s) of Sentence.
    - 1.2.4.4 The original Pre-sentence Investigation Report.
  - 1.2.5 The sentencing documents shall be faxed to the TCU the same day as arrival for inmates who have six months or less to serve upon arrival.
  - 1.2.6 Technical Violators - Within one work day, receiving staff shall notify the TCU of technical violators the date returned to custody.
  - 1.2.7 Within five work days after the inmate's arrival, photos and all other documents generated for the institution file shall be separated and forwarded, as applicable, to the Offender Services Bureau OIU for placement in the Master Record File.
- 1.3 Master Record File - The Offender Services Bureau OIU shall establish a Master Record File within five work days after receipt of court documents on Concurrent/Consecutive Custody cases and/or the inmate's arrival.
- 1.3.1 Files on newly committed inmates shall be established and labeled with the inmate name and ADC number that was assigned as outlined in section 901.01 of this Department Order.
  - 1.3.2 Files on recommitted inmates and on release violators or escapees shall be removed from the active shelves and/or requested from record retention within two work days of notification and reactivated.
    - 1.3.2.1 Within one work day after a technical release violator or an inmate who had escaped from an institution is returned to custody, the institution file/release packet shall be forwarded to the housing institution.
    - 1.3.2.2 The receiving institution OIU Manager shall verify the identity of the inmate using fingerprints and/or FAST ID as outlined in section 901.06 of this Department Order.
    - 1.3.2.3 Within five work days, the OIU shall ensure that the Release Packet for a re-committed inmate contains the initial intake photos and release photos.



## 901.09 FILING GUIDELINES/FORMS DISTRIBUTION

- 1.1 Filing Guidelines - All OIUs at the institutions and Offender Services Bureau, shall establish and maintain inmate records in green, four-sided file folders adhering to the following filing guidelines:
  - 1.1.1 The Master Record File and/or the Institution File shall contain only the documents and/or information approved and listed in the established file format.
  - 1.1.2 Forms that are not identified in the approved filing format shall be returned to the originator.
  - 1.1.3 All documents shall be filed in chronological order with the most recently dated document on top.
  - 1.1.4 All Master Record and Institution Files shall be organized in terminal-digit sequence with color-coded numeric tabs.
  - 1.1.5 Any existing two-sided file folders shall be converted to four-sided folders.
- 1.2 Forms Development - Staff shall request and receive approval from the Offender Services Bureau Administrator for any new forms or previously deleted forms to be included in the Master Record or Institution File. Such requests and approvals shall be in writing. Forms development and revision shall be made in accordance with Department Order #114, Forms Management System.
- 1.3 Forms Distribution - The person who completes electronic forms on the ADCNet is responsible for ensuring that the forms are distributed as indicated on the bottom of the forms. If electronic forms are not used, distribution is as follows:
  - 1.3.1 Forms maintained in the Master Record and in the Institution File shall be distributed as follows:
    - 1.3.1.1 White (Original) - Master Record File.
    - 1.3.1.2 Yellow - Inmate or as designated on form.
    - 1.3.1.3 Pink - Institution File or as designated on form.
  - 1.3.2 Exceptions to Forms Distribution - The exceptions to the above distribution include:
    - 1.3.2.1 Certificates of Absolute Discharge.
      - 1.3.2.1.1 Original - Inmate.
      - 1.3.2.1.2 Copy - Master Record File.
      - 1.3.2.1.3 Copy - Institution File.
    - 1.3.2.2 Proclamation of Parole.
      - 1.3.2.2.1 White (Original) - Inmate.
      - 1.3.2.2.2 Copy - Master Record and Institution File.

**RECEIVING STATE** - The state where the county or federal jurisdiction demanding custody of an inmate is located.

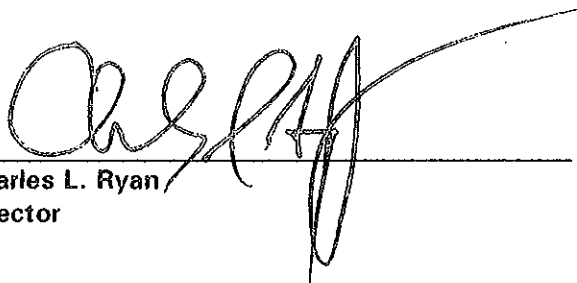
**SENSITIVE FILE** - A file determined by the Offender Services Bureau Administrator as too sensitive to be filed in the general file area.

**SENTENCE MODIFICATIONS** - Court documents which consist of re-sentencing, nunc pro tuncs, post-conviction relief, reversals, remands, or modifications which would affect existing sentences.

**SPECIAL PURPOSE FILES** - Supplementary paper records of prisoner care and custody which may not be a part of an inmate's official Department record. These files include medical records, visitation, property and case files.

**TRIED DETAINER** - Certified document(s) issued by a demanding agency in another county, state or federal jurisdiction for parole/probation violations, unexpired portions of sentences, and/or new felony convictions.

**UNTRIED DETAINER** - Certified document(s) issued by a demanding agency in another county, state or federal jurisdiction containing information, which is based on untried indictments, information or complaints.



Charles L. Ryan  
Director

#### **ATTACHMENTS**

- Attachment A - Foreign Consulate Offices in the United States
- Attachment B - Detainer Acknowledgment Letter
- Attachment C - Agreement on Detainers/Governor's Notice Letter
- Attachment D - Required Foreign Consulate Office Notification

#### **FORMS LIST**

##### **901-3 - FORM REMOVED**

- 901-6, Agreement on Detainers/Form I
- 901-7, Agreement on Detainers/Form II
- 901-8, Agreement on Detainers/Form III
- 901-9 Agreement on Detainers/Form IV
- 901-10, Agreement on Detainers/Form V
- 901-11, Agreement on Detainers/Form V-A
- 901-12, Agreement on Detainers/Form V-B
- 901-13, Agreement on Detainers/Form VI
- 901-14, Agreement on Detainers/Form VII
- 901-15, Agreement on Detainers/Form VIII
- 901-16, Agreement on Detainers/Form IX
- 901-18, Agreement on Detainers - Checklist
- 901-20, Inmate Arrival Sheet

## AUTHORITY

A.R.S. 13-610, DNA Testing  
A.R.S 13-607, Judgment of Guilt and Sentence Documents; Fingerprint; Content of Document; Recitations  
A.R.S 13-701, Sentence of Imprisonment for Felony; Pre-Sentence Report  
A.R.S 13-4401, Crime Victim Rights  
A.R.S. 13-2316, Computer Tampering; Venue; Forfeiture; Classification  
A.R.S. 31-221, Master Record File; Information From Other Agencies; Confidentiality of File; Access; Definition  
A.R.S. 31-222, Research and Evaluation Programs  
A.R.S. 31-281, Transition Program; Drug Offenders; Report  
A.R.S. 31-481, Agreement, Authorization; Contents  
A.R.S. 31-482, Matters Pertaining to Agreement  
A.R.S. 41-1346, State and Local Public Records Management; Violation; Classification; Definition  
A.R.S. 41-1347, Preservation of Public Records  
A.R.S. 41-1750, Central State Repository; Department of Public Safety; Duties; Funds; Accounts; Definitions  
28-CFR, Part 20, 24 Federal Regulations, Privacy and Security Act  
Rule 8.3 (b) Notification Requirements - Arizona Rules of Criminal Justice